

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire department personnel and equipment on an assigned shift. An employee of this class may be assigned to perform the duties of the Fire Chief in the Chief's absence. District Chiefs respond to fire and emergency calls and direct emergency scene activities on their assigned shift. Employees of this class assists with budgetary functions, training fire department personnel, and the organization and management of department equipment and supplies. District Chiefs have the authority to work independently and have their work reviewed by the Fire Chief. This class ranks directly below that of the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the operations of the fire department on an assigned shift. Personally conducts inspections of various divisions of the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by the Fire Chief and assists the Fire Chief with setting management policies for the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Investigates all accidents involving department equipment or personnel. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Participates in developing a personnel recruitment and selection program. Directs fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Holds meetings with fire personnel for the purpose of receiving reports, disseminating information and delegating authority for efficient operations. Resolves employee complaints and grievances. Oversees and evaluates the work performance of subordinates, writing employee evaluation reports following departmental procedures. Discusses such evaluations of work performance with subordinates and the Fire Chief. Maintains discipline by counseling employees and recommending disciplinary action. Provides assistance to subordinates in technical areas of work and counsels employees who

are experiencing work problems.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency, maintaining communications between the fire scene and other authorized personnel.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Secures the fire scene and collects and labels evidence of suspected arson.

Directs departmental training of basic fire fighting and fire attack, including forcible entry, firefighting apparatus, tools and equipment, driving fire equipment, salvage and overhaul, and rescue operations. Conducts training in related areas of first aid, hazardous materials, pre-fire planning, fire inspection and investigation, safety, and supervision of fire teams.

Assists in the preparation of the departmental operating budget by gathering information, compiling and organizing the data needed to prepare the budget. Prepares expenditure estimates and authorizes expenditure of funds. Writes reports and completes any forms and records required. Prepares LFIRS reports. Compiles and organizes data needed for reports. Prepares payroll records.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, stations, communications equipment, and fire department property. Researches the best methods of handling specific fire department tasks and sees that jobs are either contracted for or assigned to qualified personnel. Tests or directs the testing of equipment. Arranges for needed repairs and maintenance or assigns such to qualified departmental personnel. Inspects equipment and fire department property to ensure that repairs were properly accomplished. Maintains inventory of supplies and equipment. Makes recommendations on major purchases for the department. Meets with sales representatives to review products. Approves orders and the distribution of equipment and supplies.

Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates

the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Acts as a consultant for volunteer fire departments in surrounding areas, providing technical expertise, assistance and cooperation in related areas of the fire service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.